

Specific Guidelines for NCCA Support for Research in Culture and Arts

I. Research at the NCCA

As the overall policy making, coordinating, and funding agency for the preservation, development, and promotion of Philippine arts and culture, the National Commission for Culture and the Arts encourages and supports the conduct of research and the utilization and dissemination of research outputs on culture and the arts.

Research at the NCCA is undertaken guided by its vision of ‘Philippine culture as the wellspring of national and global well-being’ and by its mission and mandate as promulgated in RA No. 7356. Specifically, Sec. 12 Par. (a), Subpar. (9) of RA 7356 provides that the NCCA shall encourage and support research into Philippine artistic traditions which may aid in the creation of the contemporary forms. Likewise, Par. (b), Subpar (6) of the same section provides that the Commission shall encourage and support scholarly research into and documentation of Philippine cultural traditions, arts, and crafts, as well as significant cultural movements, achievements, and personalities especially in the literary, visual and performing arts, and in mass media as well as the various aspects of Filipino culture.

Research at the NCCA is also meant to accomplish the goals of the Commission relating to the Philippine commitment to the United Nations’ Sustainable Development Goals (SDG) especially those specifically relating to culture and the arts.

The variety of research supported by the agency speaks of the recognition of the multiple character of Philippine culture and the richness of its people’s artistic expressions in the archipelago.

The NCCA commitment to pursue excellence in all its programs and activities, its mandate to conserve, promote, and protect the nation’s historical and cultural heritage and to enable the integration of traditional culture as a dynamic party of the national cultural mainstream, its responsibility to foster artistic creation within a climate of artistic freedom –all these require a careful attention to the ways that culture and the arts produce knowledge about ourselves as a people and about our world and our place in it. Research forms a critical part of this process, serving as a way of knowing and as a site of encounter and dialogue between and among multiple perspectives, multiple experiences and articulations, multiple aspirations.

II. Types of Research Supported

All types of research on Philippine cultural practices and artistic expressions are supported by the NCCA – basic or applied or action research, using quantitative, qualitative or mixed methods approaches. The research may be simple, such as documentation of a specific ritual or dance, or it may entail complex processes of engagement with communities, sites or materials. It may also be one that feeds into the production of new artistic works. The subjects and approaches may be cultural, aesthetic, organizational, philosophical, literary,

socio-anthropological, political, or economic. Specific calls are disseminated that indicate priority areas on a year-to-year basis.

III. Research Awards and Grants

A. Forms of Research Funding

NCCA support for research comes in the form of awards for individuals and grants for organizations. Both are competitive and shall undergo a rigorous review and approval process. **Research awards to individual** shall be no more than maximum amount to be set by the Commission, i.e., no more than 300,000. A sub-category of the research award is the Thesis/Dissertation Award for graduate student, the amount of which shall be set by the Commission, i.e., 75,000 for thesis and 150,000 for dissertation project. **Research grants to organizations** follow the same policies and procedures that govern all the other grants (for production of new works, support for networking and capacity-building activities, etc.) which are given to accredited/eligible organizations (see eligibility requirements and processes).

B. Qualifications of Proponents

To be considered for a research award or grant, proponents must meet the criteria described below, in addition to the usual eligibility requirements for individuals and groups.

Educational qualification is not required and must not deter interested applicants from applying for assistance. This means that research may be conducted by non-specialist, for instance, in an indigenous community; the NCCA will provide technical support if necessary.

INDIVIDUAL:

1. He must have a track record of successful completion at least one research project on the Arts and Culture prior to application.
 - a. Evidence required is a Copy of the Research Report accompanied by a Certification of its authenticity and successful completion by an external reviewer or adviser.
 - b. This certification may be issued by a school/college/university, the parish priest/pastor with a verifiable identification and address/contact details, or by a barangay chairman, mayor, governor, or IP community leader.
2. He/she must have presented the results of the completed research conducted at a public lecture/performance, in a regional conference (at least) or in a reputable, refereed publication
 - a. Evidence required is a certification from the organizers and a copy of the program showing the presentation, or a copy of the publication.
 - b. The presentation must have been made within the last 5-10 years.

ORGANIZATION:

1. The organization must be non-stock, non-profit, and may be a PO or CSO. It should have proof of eligibility to receive and handle public funds.

2. The organization must have a track record of successful completion at least one research project on the Arts and Culture prior to the application – or the Lead Researcher must have this qualification/
 - a. Evidence required is a Copy of the Research Report accompanied by a Certification of its authenticity and successful completion by an external reviewer or adviser.
 - b. This certification may be issued by a school/college/university, the parish priest/pastor with a verifiable identification and address/contact details, or by a barangay chairman, mayor, governor, or IP community leader.
3. The organization must have disseminated the results of the completed research at a public lecture/performance, in at least a regional conference, or in a reputable, refereed publication.
 - a. Evidence required is a certification from the organizers and a copy of the program showing the presentation, or a copy of the publication.
 - b. The presentation must have been made within the last 5-10 years.

COMMUNITY RESEARCH:

1. The award may be to an individual or an organization, who must be recognized by the specific community as representing that community or working with them as a partner or consultant. There should be a document signed by the community elder/leader that contains a brief description of the individual's or organization's part involvement with the community (1-3 years).
2. Existing guidelines for research awards to individuals apply to community research by an individual; guidelines for grants to organizations apply to community research by an organization.
3. The TWG may decide to reassign slots to meritorious/qualified proposals in case there are no takers from a region but there are more qualified applicants than the number of slots for another region.
4. The NCCA through the TWG may assign a mentor to provide technical assistance to a community research project when deemed necessary. The cost of the mentoring/technical assistance will be charged to funds from unused award/grant slots when available.

C. Thesis/ Dissertation Awards

A limited number of awards for thesis/dissertation on Philippine culture and arts shall be offered each year following specific call for the period.

1. Thesis award shall be a minimum of 75, 000 each while dissertation awards shall be a minimum of 150,000 each.
2. Applicants must be endorsed by their respective advisers/research supervisors and the College Dean.
3. The proposal must have passed the proposal defense and the approved proposal submitted with the application.
4. Applicants must meet the usual eligibility requirements of the NCCA.

*These awards shall be open to **new researchers** who have not had any previous track record of research and publication but whose proposed projects will be potential contributions to knowledge about Philippine arts, culture, and society. Proponents with a research track record other than an MA thesis, whose proposed project is a PhD dissertation addressing specific research calls, may apply for higher award of up to a maximum of 300,000.*

IV. Proposal Documents

All proposals must be submitted in a Research Proposal Packet containing:

- A) the Project Proposal Form;
- B) the eligibility documents or the evidences of qualification for the research award or grant including documents of Lead Researchers and Co-researchers (recent, complete CV);
- C) the Research Proposal.

Proposals may be written in any languages of the Philippines. The NCCA will arrange for translation of the proposal into Filipino or English, as deemed necessary.

The Research Proposal should contain the following:

- working title;
- abstract of the proposed project;
- research questions and research gaps addressed;
- review of related literature/studies;
- a description of methodology and methods;
- intended outputs;
- intended outcomes and significance of the study or its contribution to human knowledge and to Philippine culture and the arts;
- timetable;
- line-item budget;
- declaration of ethical conduct of research and supporting documents, as needed;
- name/s of Lead Researcher and co-researchers, short bio describing their qualifications and current institutional affiliations (if any) and contact details;
- research management team (if proponent is an organization).

Referencing format to be used for in text citations and list of references is MLA Seventh Edition (Modern Languages Association) or APA Fifth Edition (American Psychological Association)

An easy to understand, one-page guide for writing the research proposal, in the form of questions on the above items, shall be drafted. This may be translated into regional/local languages if necessary.

V. Approval Process

All research applications shall be subject to **double blind review** by a Panel of Experts (compose of at least 3) to be chaired a respected professional in the subject area of the proposed research.

The objective of the approval process is to ensure the rigor and integrity of the research, the merit and coherence of the proposal, the feasibility of completion, and, most important of all, to undertake a process of Ethic Review (see below for details).

A. Criteria

Intellectual merit of a project impact shall be used as criteria in the approval process:

(1) Intellectual Merit

- (a) Whether or not the research can directly and actually advance conceptual understanding of the proposed area/s of concern. *This primarily based on, but not limited to the prescribed background and research proposal.*

The Project Background shall specifically state the importance of the theoretical contribution of the research to the body of knowledge on the subject and its impact on the culture and arts and the society.

- (b) Whether or not the specific activities described in the research process merit and have likely potential to attain the desired objectives efficiently and effectively. *This primarily based on, but not limited to the project description and research proposal.*

The Project Description shall contain a summary of the research design. It shall indicate the research question or hypothesis, objective/s and methodology. The Research Proposal shall be as indicated in the section on the required Proposal Documents.

Project Proposals shall deal with a specific subject and shall be apolitical in nature that is, not for the purpose of supporting o acquiring data for use in any agenda of a political nature. It shall not be compounded by the inclusion of numerous activities or whole region shall not split subjects into different proposals thereby creating an umbrella proposal.

The proposal shall include a timetable or matrix, specifically stating the different activities and the time required to accomplish each. The maximum period allowed for the completion of a research project is one (1) year.

- (c) Whether or not the proponent/researcher/research team is competent and qualified to conduct the research. *This is primarily base on, but*

*not limited to the qualification of the project proponent as specified
in the previous section of qualifications of proponents.*

The Project Proponent shall have a minimum reliance on consultants. In cases, where it is imperative to hire consultants, the proponent shall be allowed to commission two (2) at the most. In case of non-specialist or community-based researchers, the consultant can be a technical adviser conversant with current thinking practices in the field or subject area of the proposed project.

(2) Impact of the Research

This refers to the potential of the research to benefit not only the culture and arts sector but also the whole society as a whole. This is primarily base on but not limited to:

- (d) Enhancing the scientific understanding through broad dissemination;
or
- (e) Broadening the participation of under-presented groups; or
- (f) Intensifying the infrastructure for the research and education through networks and partnerships.

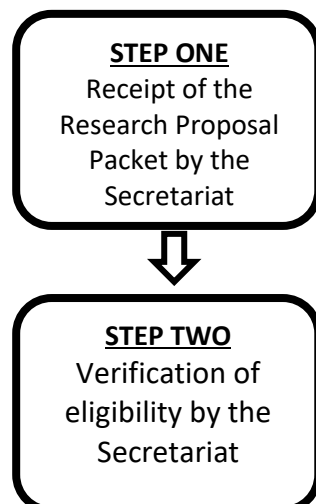
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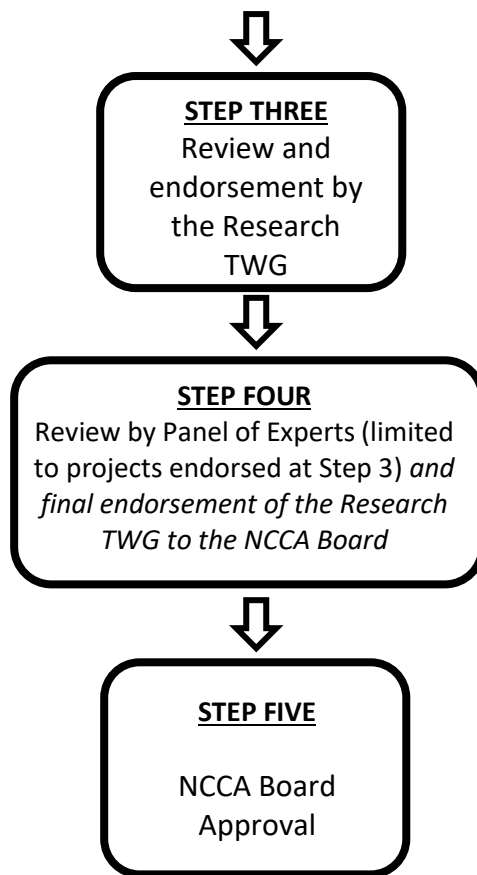
Except if the proponent are in Metro Manila, or if NCCA technical assistance in the regions will be able to accommodate the expenses for the panel review to be conducted in the locality of the proponent, AND if there are serious issues that can be addressed only by a face-to-face meeting, the proponents will not be required to meet with the panel.

The whole application and approval process shall follow the sequence below:

- Step One. Receipt of the Research Proposal Packet by the Secretariat.
- Step Two. Verification of eligibility by the Secretariat.
- Step Three. Review and endorsement by the Research TWG.
- Step Four. Review by Panel of Experts (limited to projects endorsed at Step 3) and final endorsement of the Research TWG to the NCCA Board.
- Step Five. NCCA Board approval.

Process Flow for Research Grants Approval





The Panel Review shall be considered a major requirement for approval of the proposed research. Proponents may be asked to resubmit proposals with corresponding revisions or provide additional documents (e.g., provisions for getting informed consent) as may be required by the panel.

VI. Project Cost and Fund Release

The project proponent shall specify the amount of financial assistance requested from the NCCA in the line-item budget.

Research Awards shall be no more than 300,000 each, Thesis Awards at 75,000 each, and Dissertation Awards at 150,000 each. Grants for organizations shall be a maximum of 500,000.

For grants to organizations, fifty percent (50%) of the project cost may cover Contracted Services (of researchers and consultants), while the remaining fifty percent (50%) shall be allotted to supplies and materials and travel expenses.

The proponent may solicit and generate counterpart funding amounting to at least thirty percent (30%) of the project proposed cost.

Funds shall be released in three tranches:

First Tranche – 30% upon approval and release of results and signing of MOA
Second Tranche – 60% upon submission of a midterm progress report and 40%
output Third Tranche – 10% upon submission of a terminal report and research
presentation.

VII. Research Ethics

To ensure responsible conduct of research, an Ethics Review will be undertaken by the Research TWG (composed of one representative each from the four NCCA Subcommissions) for all proposed research project that pass the first step of screening.

A. Required Documents

As part of standard procedure, the following should be submitted with the research proposal:

- A signed declaration or commitment statement on the ethical conduct of the researcher
- A copy of informed consent form to be used in the study - this does not refer only to the consent of individuals but may require permissions to be issued by recognized authorities/representatives of 'client' groups or 'subject' communities (e.g., the decision or the agreement of the community elders), whichever is appropriate
- If applicable, a copy of the letter seeking permission to collect data from participants who are under the supervision of an agency, institution, department, or office (e.g., NCIP)
- If applicable, a copy of the parental consent forms for participants below 18 years old.

B. Objectives and Process of the Ethics Review

The ethics review will ascertain if the research –

1. will involve human subjects, or delve into indigenous knowledge systems or traditional practices, or involve sites, structures, or practices declared as 'at risk'
2. will entail the discussion of, or the questions, on sensitive topics (e.g., sexual activity, substance abuse, or mental health)
3. will involve participants below 18 years old or those who are unable to give informed consents
4. poses risk or harm for individuals, groups, or communities in the conduct of the research and dissemination of the research findings
5. will use methods that would deliberately falsely misinformed or deceive participants or withhold information about the research and its purposes
6. will offer financial inducements (other than reasonable expenses, like transportation or meal allowances) to the participants
7. raises any other potential ethical issues,

If the research is deemed to be any of the above, the panel may require the proponent to explain or justify or revise the research design, if such is not already included in the proposal submitted or if there is further need identified in the course of the ethics review.

The results of the ethics review will be any of the following:

- ‘No ethical issues that need to be addressed: proceed’;
- ‘Ethical issues addressed: proceed’;
- ‘Ethical issues inadequately addressed: revise’;
- ‘Serious ethical problems with research: desist’;

C. Exemptions

A proposal may be exempt from the NCCA Research Ethics Review if proof is submitted that it has been evaluated and has passed a similar ethics review by an authorized research ethics panel at a recognized university or research institution. This proof may be a certification containing all the details of the ethics review, panel comments and suggestions, actions taken, and the names and signatures of the panel members. An existing form at the proponent’s institution that contains these details will suffice.

VIII. Monitoring and Completion

A. Research Advisers/Consultants

Only if strictly necessary, proponents may be asked to work with advisers to be designated by the NCCA. The Research TWG may also recommend for the proponent to do this if monitoring of the project implementation reveals such a need. However, this should in no way involve conflicts of interest – i.e., the panel of experts cannot designate themselves as advisers.

B. Terminal Report

A full research report shall be submitted at the end of the project, together with an action plan for utilization and dissemination of the research ‘findings’.

C. NCCA Research Colloquium

A research colloquium shall be organized by the NCCA and any of its partner institutions will showcase the completed research projects of each year. This event will also be a good avenue for discussing issues and concerns about arts and culture research – relating to directions and trajectories, agendas, methodologies, ‘technologies’ and discourses, methods of ‘data gathering’, pedagogy, ethics, and new knowledge generated.

In any case, the research project must include provisions for ‘reporting back’ the research results to partner communities.

A certification of successful completion will be issued to the researcher/s within 30 days after the submission of the final report.

IX. Administration

The Subcommittee shall recommend the 'experts' to be invited to compose the review panel.

A set timetable shall be followed for issuing the call for participants, the evaluation and approval process, and release of funds.

The Secretarial shall designate a staff for research funding related tasks to assist the research Technical Working Group. A research coordinator may be designated or contracted on a year-to-year basis.

X. Reservation Clause

Copyright shall be with the researcher/ author and/or the organization grant recipient in the case of a grant, who shall have the full rights to commercialization of the works/outputs from the research, subject to ethical commitments and considerations (e.g., in case of works deriving from the research on/in/with indigenous communities).

However, NCCA reserves the right to the first publication of the results, for non-commercial distribution, although the research award or grant does not bind the Commission to publish the research output.

Prohibitions arising from the possible conflicts of interest apply, as in the case of NCCA committee members, officers, and staff and those related to them by consanguinity or affinity up to the fourth degree.